

Franchisee Royalty Payment Guidelines

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We appreciate your commitment to our brand and your continued partnership as a franchisee. This letter serves as a guideline for the Royalty Payments required from your franchise.

Royalty Payment Details

- **Percentage of Sales:** [Insert Percentage]% of Gross Sales
- **Payment Frequency:** Monthly
- **Due Date:** Payments are due on the [Insert Due Date] of each month
- **Payment Method:** [Insert Payment Method]

Reporting Requirements

Franchisees are required to submit a monthly sales report along with the royalty payment. This report should include:

- Total Gross Sales for the month
- Any applicable discounts or returns

Late Payment Policy

Any late payments will incur a fee of [Insert Fee] and may affect your franchise agreement standing.

Thank you for your adherence to these guidelines. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]